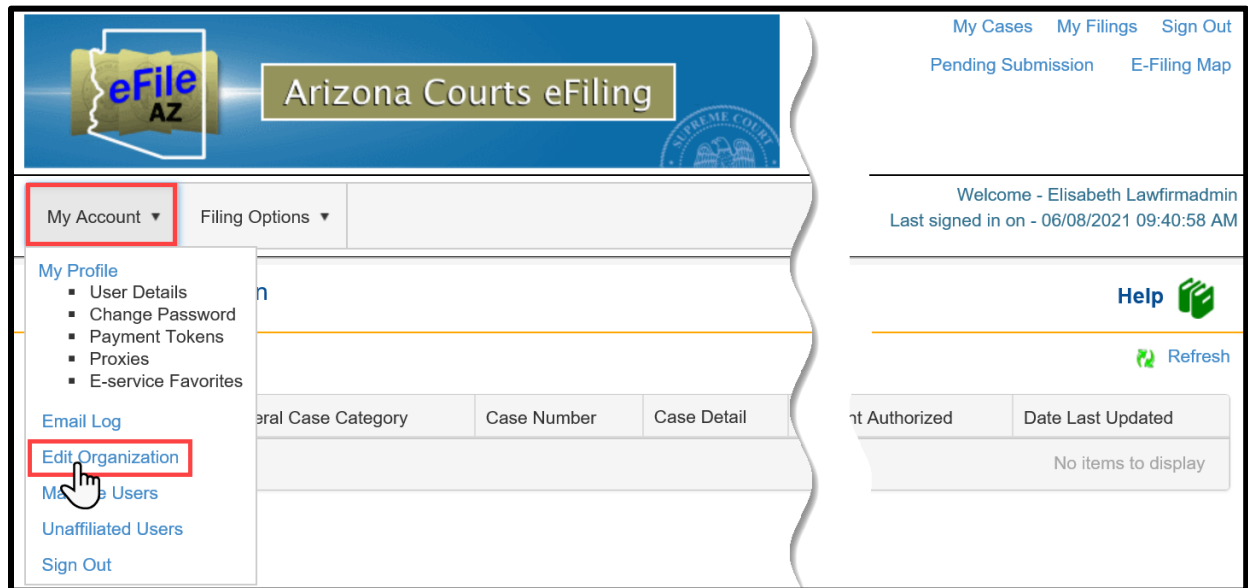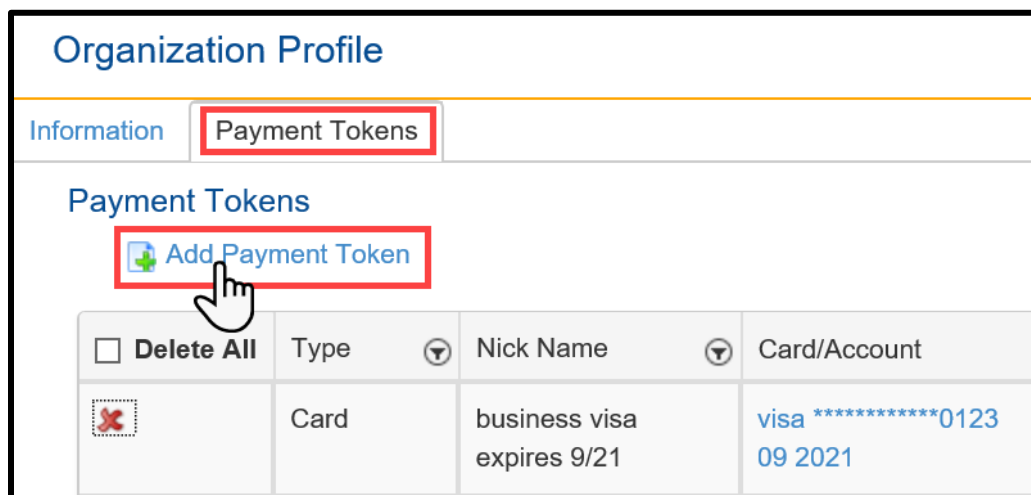# How to Create a Payment Method (Token)
for an Organization

1. **Firm Administrator** logs in to eFileAZ > **Select My Account** > **Select Edit Organization**

2. **Select Payment Tokens tab > Select Add Payment Token**

3. **Enter Payment Information <u>and</u> Billing Information > Select Submit Information**
   Note: Card/Account Description is the Nick Name for the Payment Token

4. *The newly created token displays within the list of Payment Tokens*

5. **Select the Card/Account**, to authorize users within the organization to use the new token

6. *A list of the organization's users displays under the card/account information >*
Select the box next to the User(s) to be authorized **> Select Update**